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Bulletin Number 36504BR

Type of Recruitment Transfer Opportunity

Department Probation

Position Title DEPARTMENTAL FINANCE MANAGER III

Filing Type Open Continuous

General Information ***DO NOT APPLY ONLINE***

Requirements The Probation Department Budget and Fiscal Services Division is seeking a well-qualified individual to fill the position of Departmental Finance Manager III.

Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Departmental Finance Manager III** are invited to submit their resume, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Yvonne Gainer
Human Resources Division
Examination and Recruitment Unit
9150 East Imperial Highway
Downey, CA 90242
Phone: 562-658-1809

Please email documents to:
Yvonne.Gainer@probation.lacounty.gov with the subject line "Departmental Finance Manager III ."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable

Qualifications

- Demonstrated knowledge of Los Angeles County finance and budget principles, guidelines and procedures.
- A comprehensive knowledge of the principles of fiscal management, budget preparation, and State and County policies, procedures, and regulations.
- Outstanding verbal communication and written skills to convey complex ideas, concepts, County and departmental policies and procedures.
- Demonstrated ability to effectively interact with executive management.
- Demonstrated experience in all aspects of supervision.
- Experience presenting financial data to board deputies, outside agencies, stakeholders or other relevant groups.
- Demonstrated experience overseeing all aspects of a budget that has at least \$250 million in annual funding.
- Demonstrated experience directing grant claims in excess of \$100 million annually.
- Recognized accomplishments in identifying funding solutions to support department head initiatives.

Duties

- Heads the Budget and Fiscal Services Division which is responsible for the planning, coordination, direction and control of all financing activities within the Department.
- Directs the development, implementation, and administration of the department's annual operating and program budgets to ensure compliance with Chief Executive Office budget directives and coordinates the preparation of department budget requests to the Chief Executive Office.
- Directs the departmental general accounting system including cost, fiscal, billing, revenue and trust accounts; and analyzes and interprets accounting provisions and regulations and provides

recommendations for their implementation and impact to the department.

- Advises and consults with management concerning the department's budgetary status during the year and the impact on existing and proposed department operations and programs; and develops plans for internal reallocation of budget funds to meet changing department priorities.
- Functions as the financial advisor to department management concerning the accounting and financial implications of existing and projected department operations.
- Reviews and approves recommendations from the budget managers to correct actions that bring expenditures in line with revenue.
- Directs the review, implementation, and monitoring of fiscal controls, as set forth in the County Fiscal Manual, Internal Control Certification Program, Federal Office of Management of Budget circulars, and related policies as a measure to maintain compliance.
- Directs the implementation of departmental expenditure controls and coordinates with Expenditure managers to develop and maintain fiscal and accounting controls.
- Directs the study, development and implementation of fiscal systems, policies and procedures with Department-wide impact.
- Develops and monitors the Probation Department's budgets by assessing relevant budgetary data, evaluating departmental needs, preparing the budget, reviewing budget reports, overseeing staff allocation, services and supplies expenditures to ensure efficient and effective budget administration in accordance with County code and fiscal manuals governing budget administration.
- Analyzes the effect of proposed legislation to determine the effect on the Probation Department's operations, costs and revenue and recommends legislative position, including, as appropriate, amendments to conform legislation to the Department's/County needs.
- Reviews and approves purchases to ensure

efficient and effective use of federal, State and County funds.

- Participates in all program meetings to contribute in the development of program policy and to ensure fiscal compliance with applicable federal, State and County policies.

Vacancy Information

This transfer opportunity is located in the Budget and Fiscal Services Division, 9150 East Imperial Highway, Downey, CA 90242.

****THIS IS NOT A CIVIL SERVICE EXAMINATION****

Contact Name

Yvonne Gainer

Contact Phone

(562) 658-1809

Contact Email

Yvonne.Gainer@probation.lacounty.gov

Job Field

Finance and Accounting

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